



Roger R. Few
Fire Chief

Spanish Fort Fire - Rescue

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Station 1

7580 Spanish Fort Blvd
Spanish Fort, AL 36527

Station 2

10628 U.S. Hwy 31
Spanish Fort, AL 36527

MINUTES OF BOARD MEETING

October 14, 2013

Board Members:

Byron Hayles	-Present	Paul Wohn	-Present
Donna Hughes	-Present	Troy Dyess	-Present
Roger Few	-Present	Stuart LaGroue	-Absent
Charlie Jones	-Present	Bobby Fortenberry	-Absent
Bobby Soles	-Present	Dan Wilson	-Absent
Billy Byrne	-Present		

President Hayles called the meeting to order at 6:05 P.M. with a roll call.

The minutes from the September 09, 2013 board meeting were read silently. A motion to approve the minutes was made by Bobbie Soles. Charlie Jones seconded the motion. Motion passed unanimously.

Treasurer's Report

Troy Dyess read the treasurer's report for the period of September 1, 2013 through September 30, 2013 and asked for approval of Compass checks #5860 – 5877, Regions checks #3442 – 3456 and Auxiliary #1119. After a brief discussion of the Treasurer's Report a motion was made by Paul Wohn to accept the Treasurer's Report as presented. Billy Byrne seconded the motion. Motion passed unanimously.

Troy Dyess discussed timing of funding received by the department. The fall or the period of September through December is typically slow with regards to funding receipts. During this time, the City Contract is being renewed, Fire Taxes are not being received and the annual fund drive is finished. The department has been monitoring an overall cash reserve calculation for several months. A review of the past several months will be compiled into a graph format and presented to the board members at the beginning of 2014. At that time a cash reserve policy will be drafted for the board of directors to consider and approve.

President's Report

President Hayles encouraged all board members to participate with the annual Open House. The event will be held October 19, 2013 from 10:00 AM to 2:00 PM. This event is a great opportunity to learn more about the programs and initiatives the fire department supports.

Chief's Report

Chief Few stated the department responded to 34 calls in the month of September. A complete listing of response activity is attached to these minutes. The most significant call during September was an 18 wheeler on fire located on I-10.

Fire prevention is well underway. The department has a busy schedule of activities involving all day care and elementary school facilities in the department's jurisdiction. The department will host the annual Open House or Public Safety Day on the third Saturday in October. The event falls on October 19th from 10:00 AM to 2:00 PM. Extra steps have been taken this year to advertise the event and a great turn out is expected.

Estimates to repair the parking lot at station 1 have been submitted. The City of Spanish Fort offered to include the department in some small paving jobs being performed by the City in an effort to obtain cost savings for the department. The quote received from Hosea Weaver, contractor for the City of Spanish Fort, was \$87,000. Quotes were received from Bill Patterson Construction as well as Asphalt Services Inc. in amounts of \$51,000 and \$47,000 respectively. The department is expecting a quote from American Asphalt but has not yet been received. The department appreciates the consideration offered by the City of Spanish Fort. However, due to the considerable cost increase quoted by Hosea Weaver, President Hayles asked for a motion to decline the quote offered by Hosea Weaver. Bobby Soles made a motion to decline the quote from Hosea Weaver. Billy Byrne seconded the motion. Motion passed unanimously. President Hayles asked Chief Few to accept additional bids through Thursday, October 17th email the results to the board or call each member by phone to poll everyone on how to proceed.

The department had recently completed an ISO rating review and received a favorable reclassification from a town class 5/9 to a town class 4/9. Upon reviewing the full report issued by ISO, the department began negotiations with ISO over specific items that could have gained additional credit. ISO agreed to reopen the department's file and include the additional information submitted. Due to the purchase and recent delivery of Engine 4, Engine 5 now being considered a full reserve pumper, a drill tower located at station 1 additional training ground on Jay Drive and a procedural change for ladder truck responses the department has achieved a revised town class rating of 3/9. The new rating will be effective February 1, 2014. Chief Few is attempting to collect data from individuals and businesses in the jurisdiction to compile an average cost savings to demonstrate value returned to the community. Currently, Spanish Fort will be one of 49 departments statewide with an ISO rating of 3 and one of 5 in Baldwin County. Mobile Fire Rescue is also an ISO class 3 department.

Chief Few presented a recap of the FY2014 annual budget, version 2. Upon explaining all line items that had changed since the first draft was presented at the September board meeting, Chief Few entertained any thoughts from the board members present. Questions were posed regarding how the department carries capital improvement monies. Currently the department accounts for any capital improvements through the budgeting process. The department carries a surplus in the budget during most years, but occasionally will have a negative budget. When the department experiences a negative budget year, the balance needed comes out of retained revenue from previous years. Chief Few will offer a fiscal year 2013 budget report and Troy Dyess will offer a cash flow comparison to demonstrate the year-to-year cash activity for the department at the November board meeting. The fiscal year 2014 budget does show a deficit of \$12,730. Billy

Byrnes made a motion to amend the budget, showing a transfer from savings to balance the budget. Paul Wohn seconded the motion. Motion passed unanimously. Billy Byrnes made a motion to approve the budget as amended. Charlie Jones seconded the motion. Motion passed unanimously.

Chief Few gave an update on the annual fund drive. The department has received 74.8% of the \$55,000 budgeted for the 2013 fund drive. 11.8% of residents and 9.6% of business have contributed to the fund drive. These statistics are concerning as the department was expecting a stronger response over the 2012 fund drive. A new marketing firm was used to help the department utilize a better mailing list as well as create, print and prepare the fund drive request for mail. The fund drive was mailed later in the year this year due to converting to the new marketing firm. There have been several residents stop by the station expressing concern that the new fund drive request may not actually be for the Spanish Fort Fire Rescue Department. Chief Few would like to use the same marketing company one more year. The 2014 fund drive requests will have a message informing citizens of the change and how the funds are submitted directly to the Spanish Fort Fire Rescue Department.

Chief Few reminded the board members present of the annual Open House. The event will be held October 19th from 10:00 AM to 2:00 PM. This event is one of the largest department functions and is the pinnacle of the fire prevention activities for the year. All board members are encouraged to attend this event.

Old Business

Finance Committee

No new business to report.

Land Committee

Chief Few presented the most recent site layout for the training center on Jay Drive. Jeff Jordan from Forest Daniel and Associates met with Chief Few and Troy Dyess to finalize the layout. Chief Few is happy with the overall layout of the site and feels it will offer the proper training environment for department responders. Jeff Jordan will begin work with the civil engineers on the final portion of the site grading plan and follow up with the department once the grading plan is complete.

Employee Committee

The department has budgeted to transition two of the six current part-time custodian positions into full-time positions and keep the remaining four part-time positions. The employee committee will meet with the interested full-time candidates after the board meeting. The meeting will be to ensure each applicant is aware of the duties and commitment level required with the transition to a full-time position. Each full-time employee is expected to make the mission of the department their first priority. Upon completion of the meeting and with commitment expressed by the applicants, positions will be offered to the applicants. Each new full-time employee will be placed on six month probation with a monthly performance review.

Integration Committee

No new business to report.

New Business

No new business to report.

The next Board of Directors meeting – November 11, 2013 at 6:00 P.M., Station 1.

There being no further business, President Hayles motioned to adjourn the meeting at 8:25 P.M. Bobby Soles approved the motion. Billy Byrnes seconded the motion. Motion passed unanimously.

Respectfully Submitted,
Donna Hughes